

Candidate Personal Data Collection Notice

NewGen Power Kwinana Pty Ltd



NewGen Power Kwinana Pty Ltd (**NPK**) (52 116 827 546) and its employing entity Summit Southern Cross Power Pty Ltd (**SSCP**) (77 116 803 779) are bound to comply with the Privacy Act 1988 (**Privacy Act**).

SSCP, as the employing entity for NPK, collects personal information that is reasonably necessary to evaluate your application for employment. Collection, use, and disclosure of your personal information at different times during the application and selection process may take place. For example, from your initial application, at interview, and when checking references.

If you choose to provide SSCP with sensitive information about your health, you consent to SSCP collecting and disclosing that information to carry out functions and activities related to the application and selection process and ongoing management of your employment (if successful).

If you choose not to provide your personal information to SSCP, or choose to withdraw your consent for the collection and disclosure of your sensitive health information, your application may not be able to be processed.

Collection of Personal Information

In most cases, SSCP collects personal information directly from you, including any sensitive information you choose to provide, such as information about your health.

SSCP may also collect information about you from third parties, such as your nominated referees or the organisations they represent, and third party service providers (for example, pre-employment medical or psychometric testing provider).

Disclosure and Use of Personal Information

SSCP will only disclose your personal information to third parties where you have been informed beforehand and you have agreed to the disclosure.

The third parties that SSCP may decide to disclose your personal information to include:

- your referees (or the organisations they represent);
- pre-employment medical provider;
- psychometric testing provider;
- recruitment agencies or other third parties assisting with recruitment for the position you are applying for

SSCP may also disclose your personal information:

- if you have consented to the disclosure;
- where disclosure is necessary to prevent injury to life or health; or
- if required or authorised by or under an Australian law or a court/tribunal order

SSCP may disclose your personal information overseas if you request to contact an overseas referee.

Storage of Personal Information

SSCP may hold your information physically or in electronic databases and information systems. Reasonable steps to protect your information from unauthorised access, modification or disclosure will be taken. Ordinarily, this personal information would be contained in an electronic file in a document and record management system, and accessible only by the SSCP People and Culture Team.

SSCP will keep your application and all relevant information on file for a period of six months in the event that a position becomes available that matches your qualifications, skills and experience. If you do not wish this to occur, please email hr@sscpower.com.au to advising accordingly.

At the end of the six-month period, reasonable steps will be taken to destroy or de-identify personal information that has been collected about you, in accordance with the Privacy Act.

Access to, and Correction of, Personal Information

Please contact hr@sscpower.com.au to:

- request access to personal information that is held about you;
- correct personal information that is held about you; or
- request destruction or de-identification of personal information that is held about you

SSCP will otherwise collect, hold, use and disclose your personal information in accordance with the SSCP Privacy Rules which sets out how you may access and correct the personal information we hold about you, how your personal information will be handled, and how to complain about a suspected breach of your privacy.

If you would like to receive a copy of the SSCP Privacy Rules, please contact Governance@sscpower.com.au

Document History

Date	Document Number	Amended Section	Author	Approved By	Management Committee Approval
Oct 23	NPK-HR-GDL-001-0	New Document	A Kavanagh, O&G Manager	N. Henley, P&C Manager	N/A